

**BY ORDER OF THE COMMANDER
OF MCCONNELL AIR FORCE BASE**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 36-2801**



29 APRIL 2016

Personnel

**22D AIR REFUELING WING
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 22 ARW/CC
(Colonel Albert G. Miller)

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This instruction implements AFD 36-28, *Awards and Decorations Programs*, AFI 36-2805, *Special Trophies and Awards* and AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, to establish uniform policy and procedures for nomination, selection and presentation of outstanding 22d Air Refueling Wing (22 ARW) Company Grade Officers (CGO), Senior Noncommissioned Officers (SNCO), Noncommissioned Officers (NCO), Airmen (Amn), First Sergeants, Honor Guardsmen and Civilians. This instruction does not apply to Air National Guard and United States Air Force Reserve personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Changes include bullet count reduction, dictated grading methodology, and eliminated the requirement to have a set number of bullets under each heading. Additionally, there are numerous procedural and administrative changes; the entire publication should be read in its entirety.

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1. Objective.

1.1. Create an equitable process to recognize the outstanding performance of 22 ARW personnel.

2. Responsibilities.

2.1. 22 ARW/CC is responsible for ensuring overall compliance with the objectives of this instruction and is the final approving authority.

2.2. 22 ARW/CCC, or designated representative, is responsible for the following regarding enlisted boards:

2.2.1. Notify all groups of suspense.

2.2.2. Collect all group nomination packages. Ensure packages contain all necessary documents.

2.2.3. Schedule or make arrangements for conducting enlisted awards boards.

2.2.4. Establish a process for selecting and notifying enlisted board members. The board will consist of one president and one representative from each Group and Wing Staff Agencies (WSA). Ensure board members meet the following rank requirements in Figure 2.1 and 2.2:

Figure 2.1. Quarterly Awards.

BOARD	PRESIDENT	MEMBERS
SNCO	22 ARW/CCC or designated CMSgt	Group Superintendent or equivalent representative from each group and WSA Superintendent
NCO	CMSgt	MSgts - SMSgts, one from each group and WSA representative
AMN	CMSgt	SSgt - TSgt, one from each group and WSA representative
Honor Guard	Honor Guard NCOIC	Honor Guard has an internal board

Figure 2.2. Annual Awards.

BOARD	PRESIDENT	MEMBERS
SNCO	22 ARW/CCC or designated CMSgt	Group Superintendents and WSA Superintendent
NCO	22 ARW/CCC or designated CMSgt	CMSgt from each Group and WSA Superintendent
AMN	22 ARW/CCC or designated CMSgt	CMSgt from each Group and WSA Superintendent
First Sgt	22 ARW/CCC or designated CMSgt	Group Superintendents and WSA Superintendent
Honor Guard	22 ARW/CCC or designated CMSgt	Group Superintendents, WSA Superintendent and Honor Guard NCOIC

2.2.5. Provide enlisted board president and board members access to link in SharePoint site where all applicable award packages and score sheets are posted. Provide NLT 2 duty days prior to board date.

2.2.6. Prepare board findings for 22 ARW/CC approval.

2.2.7. Ensure award elements (plaques/trophies) are prepared for each wing winner NLT 1 duty day prior to Wing awards ceremony.

2.2.8. Ensure all officially procured award elements are equivalent across military and civilian categories. Donated award elements may differ by category, as designated by the donor.

2.2.9. Maintain winning awards packages on file for a period of 1 year.

2.2.10. Forward wing-level annual award packages to higher headquarters IAW 12 Outstanding Airmen of the Year (12 OAY) guidance.

2.3. 22 ARW/CV, or designated representative, is responsible for the following regarding officer, civilian, volunteer, team, and innovator awards.

2.3.1. Select and notify board members for CGO, Civilian, Volunteer, Team and Innovator board. Ensure each board's composition consists of president (22 ARW/CC or CV), group commander (or deputy) and a WSA representative. Ensure board members meet the following requirements:

Figure 2.3. Requirements.

BOARD	PRESIDENT	MEMBERS
CGO and FGO	22 ARW/CC/CV	DEPUTY GROUP COMMANDER OR SQUADRON COMMANDER AND WSA REPRESENTATIVE
Civilian Category I, II, and III	22 ARW/CC/CV	DEPUTY GROUP COMMANDER OR SQUADRON COMMANDER AND WSA REPRESENTATIVE
Volunteer	22 ARW/CC/CV	DEPUTY GROUP COMMANDER OR SQUADRON COMMANDER AND WSA REPRESENTATIVE
Team	22 ARW/CC/CV	DEPUTY GROUP COMMANDER OR SQUADRON COMMANDER AND WSA REPRESENTATIVE
Innovator	CPI OFFICE	REPRESENTATIVE FROM EACH GROUP AND WSA IN THE RANK OF TSGT AND ABOVE (including officer, enlisted, and civilian equivalent)

2.3.2. Provide board president and board members access to link in SharePoint site where all applicable award packages and score sheets are posted. Provide NLT 2 duty days prior to board date.

2.3.3. Forward Company Grade Officer of the Year and Civilian wing-level winning package to higher headquarters, as applicable.

2.3.4. Forward civilian names to the Civilian Personnel Office to request time-off award for group and wing-level winners.

2.4. The Civilian Personnel Office will notify supervisors to initiate time-off award.

2.5. Group commanders and WSA are responsible for the following:

2.5.1. One nominee per category may be submitted for wing-level award consideration.

2.5.2. Submit all group packages to 22arw.ccc@us.af.mil. Packages must be submitted on the most current version of AF IMT 1206, *Nomination for Award*.

2.5.2.1. Ensure squadron commander verifies the following:

2.5.2.1.1. A thorough quality force review has been performed (i.e., under investigation, undergoing NJP or administrative action, on control roster and does not have an open unfavorable information file, an unsatisfactory fitness code or other adverse information during this period).

2.5.2.1.2. All achievements listed on the AF IMT 1206, *Nomination for Award*, occurred during the inclusive period. Achievements listed on the AF IMT 1206, *Nomination for Award*, which did not occur during the inclusive period, will not be scored.

2.6. Wing board presidents are responsible for the following:

2.6.1. Utilizing the boards as developmental opportunities for both the board president and the board members.

2.6.2. Convening appropriate board at designated time and location.

2.6.3. Ensuring adherence to board member guidance in Attachment 1 and fair scoring of all packages.

2.6.4. Providing feedback to board members and discuss scoring splits greater than 2 nominal rankings. Open discussion of splits between members provides clarity and equitable scoring.

2.6.5. Ensuring accurate recording of scores, identify proposed winners, breaking any ties that may occur, and forward board recommendation to 22arw.ccc@us.af.mil immediately following the board.

2.7. Public Affairs is responsible for appropriately recognizing all quarterly and annual award winners through multi-media outlets. The 22 ARW/CC will publicly release the names of all selectee(s) via e-mail.

3. Nominee Eligibility.

3.1. Eligible to compete are the 22 MSG, 22 MXG, 22 MDG, 22 OG, 22 ARW/WSA and tenant units/associated. Tenant/associated units may compete for wing annual, quarterly and team awards.

3.1.1. Quarterly Award Categories are: AMN, NCO, SNCO, CGO, FGO, Honor Guard member, CIV CAT I, CIV CAT II, TEAM, Innovator, and VOL.

3.1.2. Annual Award Categories are: AMN, NCO, SNCO, CGO, FGO, Honor Guard member, CIV CAT I, CIV CAT II, CIV CAT III, TEAM, VOL, First Sergeant, and Innovator.

3.2. Individuals will compete in the grade they held for the majority of the award period. Grade criteria are as follows:

3.2.1. E-1 through E-4 for AMN.

3.2.2. E-5 through E-6 for NCO.

3.2.3. E-7 through E-8 for SNCO.

3.2.4. O-1 through O-3 for CGO.

3.2.5. O-4 through O-5 for FGO

3.2.6. No grade restriction for Honor Guard Member.

3.2.7. No grade restriction for Team Award.

3.2.8. No grade restriction for Volunteer Award.

3.2.9. No grade restriction for Innovator Award.

3.2.10. GS-1 through GS-8, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08 and NF-I through NF-II, and non-supervisory NF-III for Civilian Category I. (Note: Use only individual's grade to determine category; supervisory/non-supervisory responsibilities have no bearing on category unless they are in a NF-III position.)

3.2.11. GS/GG-09 through GS-12, WS-01 through 12, and WG-/WL-09 and above, NA-/NL-/NS-09 and above, supervisory NF-III and all NF-IV for Civilian Category II. (Note: Use only individual's grade to determine category; supervisory/non-supervisory responsibilities have no bearing on category unless they are in a NF-III position.)

3.2.11.1. For annual awards only, GS-/GG-/GM-/WS-/NL-/NS-13 and NF-V and above for Civilian Category III.

3.3. Wing annual award nominees are not limited to previous wing quarterly award winners.

4. Enlisted Personal Appearance Board Procedures.

4.1. All wing boards will be scored by package only including annual award packages. The 22 ARW/CCC is the approval authority to initiate an in-person board requirement.

5. Nomination Package Requirements.

5.1. Nomination packages must be submitted on the most current electronic AF IMT 1206, *Nomination for Award*

5.2. Use bullet statements or narrative as applicable under each major heading (see Attachments 3 – 6). No bullets allowed on the same line as the heading. There is no minimum or maximum bullet requirement for each heading.

5.2.1. Specific guidance for each quarterly award category is outlined in the appropriate attachment for to specific award category. (see Attachments 3 – 9)

5.3. Annual award package requirements will be IAW 12 OAY guidance for all categories eligible for MAJCOM and AF level recognition.

5.3.1. 22 ARW specific annual award package guidance is outlined in the appropriate attachment for the specific award category. (see Attachments 19 – 22)

ALBERT G. MILLER, Colonel, USAF
Commander, 22d Air Refueling Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, 4 November 2010

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMN—Airmen

ARW—Air Refueling Wing

CC—Commander

CCC—Command Chief

CCEA —Command Chief Executive Administration

CGO—Company Grade Officers

CMSgt—Chief Master Sergeant

DS—Director of Staff

FGO—Field Grade Officer

IAW—In According With

MDG—Medical Group

MSG—Mission Support Group

MSgt—Master Sergeant

MXG—Maintenance Group

NCO—Noncommissioned Officers

NCOIC—Noncommissioned Officer In Charge

NLT—No later than

NSPS—National Security Personnel System

OAY—Outstanding Airmen of the Year

OG—Operation Group

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officers

SrA—Senior Airman

SSgt—Staff sergeant

SSN—Social Security Number

TSgt—Technical Sergeant

VOL— Volunteer

WSA—Wing Staff Agencies

Attachment 2**BOARD GUIDANCE****BOARD PRESIDENT**

- a. Be familiar with MAFBI 36-2801 and ensure strict adherence to this instruction.
- b. Oversee board process.
- c. Ensure each board member receives access to the link in SharePoint EIM folder for award packages.
- d. Board members may utilize the scoring methodology of their choice as long as they can provide the Board President with nominal rankings, i.e. 1st, 2nd, 3rd, etc.
- e. Complete the appropriate Board President Tally Sheet found in the attachments.
- f. Break scoring ties as necessary.
- g. Upon board completion, immediately return completed Board President Tally Sheet, all board score sheets and president board binder to 22 ARW/CCCE.

BOARD MEMBER

- a. Be familiar with MAFBI 36-2801
- b. Utilize the appropriate Board Score Sheet found in the attachments of this operating instruction.
- c. Score all packages equitably and select the Wing's Most Outstanding Performer for the designated period.
- d. Share your experience with members of your organization to enhance outstanding performance within your unit.
- e. Utilize the scoring methodology of your choice as long as you can provide the Board President with nominal rankings, i.e. 1st, 2nd, 3rd, etc.

Attachment 3

AMN/NCO OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Quarterly Award	CATEGORY Airman	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John Q. Doe (Go-by name)	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in MILPDS	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618)123-7654		
<p>This section must be completed in bullet format. Maximum of 7 total bullets (not including headings). There is no minimum or maximum for each category as long as the total bullets do not exceed 7 lines.</p> <p>PERFORMANCE IN PRIMARY DUTIES/ TRAINING /FOLLOWERSHIP/LEADERSHIP: (No bullets after heading). Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. Describe the degree of willingness to execute duties, motivate colleagues, and develop innovative new process. Consider skill level awarding courses, CDC timeliness completion, course exam results, and completion of core task training. Consider duty position qualifications, career field certifications and readiness requirements. Consider the impact the Airman made training others.</p> <p>WHOLE AIRMAN CONCEPT: (No bullets after heading) Consider how well the Airman adopts, internalizes and demonstrates our Air Force Core Values of Integrity First, Service Before Self and Excellence in All We Do. Consider the amount of effort the Airman devotes to improving themselves and their work center/unit through education and involvement. Consider how well the Airman promotes camaraderie, embraces esprit de corps, and acts as an Air Force ambassador.</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during the specific award period only.</p>		

Attachment 4

SNCO OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Quarterly Award	CATEGORY SNCO	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt John Q. Doe	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in MILPDS	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN 123-7654 & COMM (618) 123-7654		
<p>This section must be completed in bullet format. Maximum of 7 total bullets (not including headings). There is no minimum or maximum for each category as long as the total bullets do not exceed 7 lines.</p> <p>PERFORMANCE IN LEADERSHIP /PRIMARY DUTIES/FOLLOWERSHIP /TRAINING: (No bullets after heading) Consider the Airman's ability to lead and produce timely, high quality/quantity, mission-oriented results. Consider how effectively the Airman leads their team to utilize their resources to accomplish the mission. Consider the amount of innovation, initiative, and motivation displayed by the Airman and their subordinates. Consider how well the Airman knows their subordinates, accepts personal responsibility for them, and is accountable for their professional development. Describe how well the Airman communicates in various mediums, translates superior's direction into specific tasks and responsibilities, fosters, and environment for open dialogue, and enforces fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. Consider how well the Airman establishes and maintains a caring, respectful, and dignified environment while valuing diversity to include promoting healthy organizational climate. Consider how well the Airman and their team complies with upgrade, duty position, and certification requirements.</p> <p>WHOLE AIRMAN CONCEPT: (No bullets after heading) Consider how well the Airman adopts, internalizes and demonstrates our Air Force Core Values of Integrity First, Service Before Self and Excellence in All We Do. Consider the amount of effort the Airman devotes to improving their subordinates, their work center/unit, and themselves. Consider how well the Airman promotes camaraderie, embraces esprit de corps, and develops Air Force ambassadors.</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during the specific award period only.</p>		

Attachment 5

CGO OR FGO OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Quarterly Award	CATEGORY CGO	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt John Q. Doe	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in MILPDS	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN 123-7654 & COMM (618) 123-7654		
<p>This section must be completed in bullet format. Maximum of 7 total bullets (not including headings). There is no minimum or maximum for each category as long as the total bullets do not exceed 7 lines.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (No bullet after heading) Consider significant leadership accomplishments, fosters teamwork, displays initiative, and motives others. Consider how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include how the individual positively impacted the unit and/or the mission.</p> <p>PROFESSIONAL QUALITIES: (No bullet after heading) Consider loyalty, discipline, dedication to the Air Force Core Values of Integrity First, Service Before Self, Excellence in All We Do, and officership. Adheres to Air Force standards and accepts responsibility. Seeks personal improvement, unit improvement, and inspires the improvement of others. Consider involvement in base and community activities.</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during the specific award period only.</p>		

Attachment 6

CIVILIAN OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Quarterly Award	CATEGORY Category I or II Category III	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) WG-2 John Q. Doe	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE Enter Duty Title as reflected in Civilian Personnel System	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654 (Commander must sign 1206 for civilian annual award)		
<p>JOB DESCRIPTION Provide a brief explanation of the individual's job description. Brief is the key word, don't waste valuable space, because this area is not scored. Use narrative format for job description. (Limit to 6 lines).</p> <p>LEADERSHIP AND JOB PERFORMANCE: (No bullets after heading) The remainder of the 1206 must be completed in bullet format. 7 total lines (not including headings) can be utilized for the remainder of the 1206. There is no minimum or maximum for each category as long as the total bullets do not exceed 7 lines.</p> <p>Provide specific accomplishments which occurred during this inclusive period, addressing each of the following criteria: provide factual and substantiated examples of the nominee's significant performance and achievements above general job requirements that warrant this recognition; describe how well he or she improved operations; highlight any support he or she provided for special projects; explain any other outstanding services he or she provided that benefited the AMC mission. Majority of emphasis/bullets should be in this area.</p> <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS: (No bullets after heading) Describe the nominee's self-improvement efforts. This may include training and educational activities, additional duties, community and/or civic activities and family enhancement.</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p>		

Attachment 7

TEAM OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Quarterly	CATEGORY Team	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team Name	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE N/A	NOMINEE’S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual’s Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER’S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654		
<p>Consider specific Team accomplishments that occurred during the inclusive period to include significant accomplishments and achievements above general job requirements that warrant this recognition; describe how well the team improved operations, highlight any support the team provided for special projects, and explain any other outstanding services the team provided that benefited the organization. (Limit to 5 lines, bullet or narrative acceptable)</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p>		

Attachment 8

VOLUNTEER OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.) NOMINATION FOR AWARD		
AWARD Quarterly	CATEGORY Volunteer	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mr. John Q. Doe	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE As Applicable	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address (if applicable)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654		
<p>Consider the individual's off-duty activities that have had a positive impact on the base and in the local community. Volunteer activities include, but are limited to, non-duty related squadron or base functions, involvement with charitable organizations, local school and youth activities, and or similar volunteer activities. (Limit to 5 lines, bullet or narrative acceptable)</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p>		

Attachment 9

INNOVATOR OF THE QUARTER

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.) NOMINATION FOR AWARD		
AWARD Quarterly	CATEGORY Innovator	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Name of Individual	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE As Applicable	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address (if applicable)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654		
<p>Consider the individual or groups whose innovative process improvement has enhanced mission capability, improved operational performance, produced validated tangible savings and/or produced a positive effect on operations, procedures, health, safety, welfare, and morale, and achieved sustained results. (Limit to 5 lines, bullet or narrative acceptable)</p> <p>-Material must be unclassified</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p>		

Attachment 10

AMN/NCO BOARD MEMBER SCORE SHEET

AMN/NCO of the Quarter	OG	MXG	MSG	MDG	WSA
Nominee's Name					
PERFORMANCE IN PRIMARY DUTIES/TRAINING /FOLLOWERSHIP/LEADERSHIP					
WHOLE AIRMAN CONCEPT					
TOTAL SCORE					
Rank Order					
<p>Score packages and break your own scoring ties. Rank order nominees 1 thru 5 appropriately. All Packages will be turned in to Board President after board completion.</p>					
Signature of board member:				Date :	
Printed name of board member:				Sq:	

Attachment 11

SNCO BOARD MEMBER SCORE SHEET

SNCO of the Quarter	OG	MXG	MSG	MDG	WSA
Nominee's Name					
PERFORMANCE IN LEADERSHIP/PRIMARY DUTIES/ FOLLOWERSHIP/TRAINING					
WHOLE AIRMAN CONCEPT					
TOTAL SCORE					
Rank Order					
<p><i>Score packages and break your own scoring ties. Rank order nominees 1 thru 5 appropriately. All Packages will be turned in to Board President after board completion.</i></p>					
Signature of board member:				Date :	
Printed name of board member:				Sq:	

Attachment 12

ENLISTED BOARD PRESIDENT TALLY SHEET

AMN/NCO/SNCO of the Quarter	OG	MXG	MSG	MDG	WSA						
Nominee Name											
OG Board Member											
MSG Board Member											
MXG Board Member											
MDG Board Member											
WSA Board Member											
TOTAL SCORE											
RANK ORDER											
<p><i>A rank of 1st is awarded 1 point, 2d is awarded 2 points, 3d is awarded 3 points, 4th is awarded 4 points and 5th is awarded 5 points. Nominee with the lowest total score will be ranked 1st and declared the proposed winner. In the event of a tie the board president serves as the tie breaker.</i></p>											
<table border="1"> <tr> <td>Signature of Board President:</td> <td></td> <td>Date:</td> </tr> <tr> <td>Printed name of Board President:</td> <td></td> <td>Sq:</td> </tr> </table>						Signature of Board President:		Date:	Printed name of Board President:		Sq:
Signature of Board President:		Date:									
Printed name of Board President:		Sq:									

Attachment 13

CIVILIAN BOARD PRESIDENT TALLY SHEET

Civilian Category I	OG	MXG	MSG	MDG	WSA
Nominee Name					
Leadership and Job Performance					
Other Significant Accomplishments/ Community Efforts					
TOTAL SCORE					
Of the members who met the board, this member ranks number					
Civilian Category II	OG	MXG	MSG	MDG	WSA
Nominee Name					
Leadership and Job Performance					
Other Significant Accomplishments/ Community Efforts					
TOTAL SCORE					
Of the members who met the board, this member ranks number					
Civilian Category III	OG	MXG	MSG	MDG	WSA
Nominee Name					
Leadership and Job Performance					
Other Significant Accomplishments/ Community Efforts					
TOTAL SCORE					
Of the members who met the board, this member ranks number					
Score packages and break your own scoring ties. Rank order nominees 1 thru 5 appropriately. All Score Sheets will be turned in to Board President after board completion.					
Signature of Board Member:					
Printed name of Board Member:				Group:	

Attachment 14

CIVILIAN- BOARD PRESIDENT TALLY SHEET

Civilian Category I	OG	MXG	MSG	MDG	WSA
Nominee Name					
OG Board Member					
MSG Board Member					
MXG Board Member					
MDG Board Member					
WSA Board Member					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
Civilian Category II	OG	MXG	MSG	MDG	WSA
Nominee Name					
OG Board Member					
MSG Board Member					
MXG Board Member					
MDG Board Member					
WSA Board Member					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
A rank of 1st is awarded 1 point, 2d is awarded 2 points, 3d is awarded 3 points, 4th is awarded 4 points and 5th is awarded 5 points. Nominee with the lowest total score will be ranked 1st and declared the proposed winner. In the event of a tie the board president serves as the tie breaker.					
Printed name of Board President:				Group:	
Signature of Board President:					

Attachment 15

CGO, FGO, TEAM, VOLUNTEER– BOARD MEMBER SCORE SHEET

Company Grade Officer	OG	MXG	MSG	MDG	WSA
Nominee Name					
<i>Leadership and Job Performance in Primary Duty</i>					
<i>Professional Qualities</i>					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
Field Grade Officer	OG	MXG	MSG	MDG	WSA
<i>Leadership and Job Performance in Primary Duty</i>					
<i>Professional Qualities</i>					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
Team Award	OG	MXG	MSG	MDG	WSA
Nominated Team					
<i>Team Accomplishments</i>					
TOTAL SCORE					
<i>Of the teams who met this board, this team ranks number</i>					
Volunteer Award	OG	MXG	MSG	MDG	WSA
Nominee					
<i>Accomplishments</i>					
TOTAL SCORE					
<i>Of the teams who met this board, this team ranks number</i>					
Score packages and break your own scoring ties. Rank order nominees 1 thru 5 appropriately. All Score Sheets will be turned in to Board President after board completion.					
Signature of Board Member:					
Printed name of Board Member:					Group:

Attachment 16

CGO, FGO, TEAM, VOLUNTEER– BOARD PRESIDENT TALLY SHEET

Company Grade Officer	OG	MXG	MSG	WSA	MDG
Nominee Name					
OG Board Member					
MSG Board Member					
MXG Board Member					
MDG Board Member					
WSA Board Member					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
Team Award	OG	MXG	MSG	WSA	MDG
Nominee Name					
OG Board Member					
MSG Board Member					
MXG Board Member					
MDG Board Member					
WSA Board Member					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
Volunteer Award	OG	MXG	MSG	WSA	MDG
Nominee Name					
OG Board Member					
MSG Board Member					
MXG Board Member					
MDG Board Member					
WSA Board Member					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
A rank of 1st is awarded 1 point, 2d is awarded 2 points, 3d is awarded 3 points, 4th is awarded 4 points and 5th is awarded 5 points. Nominee with the lowest total score will be ranked 1st and declared the proposed winner. In the event of a tie the board president serves as the tie breaker.					
Printed name of Board President:				Group:	
Signature of Board President:					

Attachment 17

INNOVATOR BOARD MEMBER SCORE SHEET (QUARTERLY/ANNUAL)

Innovator	OG	MXG	MSG	MDG	WSA
Nominee Name					
1206 SCORE					
Of the members who met the board, this member ranks number					
Score packages and break your own scoring ties. Rank order nominees 1 thru 5 appropriately. All Score Sheets will be turned in to Board President after board completion.					
Signature of Board Member:					
Printed name of Board Member:				Group:	

Attachment 18

INNOVATOR BOARD PRESIDENT TALLY SHEET

Outstanding Innovator	OG	MXG	MSG	MDG	WSA
Nominee Name					
OG Board Member					
MSG Board Member					
MXG Board Member					
MDG Board Member					
WSA Board Member					
TOTAL SCORE					
<i>Of the members who met the board, this member ranks number</i>					
<i>A rank of 1st is awarded 1 point, 2d is awarded 2 points, 3d is awarded 3 points, 4th is awarded 4 points and 5th is awarded 5 points. Nominee with the lowest total score will be ranked 1st and declared the proposed winner. In the event of a tie the board president serves as the tie breaker.</i>					
Printed name of Board President:					
Signature of Board President:					

Attachment 19

FGO/CGO OF THE YEAR

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Quarterly Award	CATEGORY FGO	AWARD PERIOD Month – Month Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt John Q. Doe	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in MILPDS	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN 123-7654 & COMM (618) 123-7654		
<p>This section must be completed in bullet format. Maximum of 15 total bullets (not including headings). There is no minimum or maximum for each category as long as the total bullets do not exceed 15 lines.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (No bullet after heading) Consider significant leadership accomplishments, fosters teamwork, displays initiative, and motives others. Consider how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include how the individual positively impacted the unit and/or the mission.</p> <p>PROFESSIONAL QUALITIES: (No bullet after heading) Consider loyalty, discipline, dedication to the Air Force Core Values of Integrity First, Service Before Self, Excellence in All We Do, and officership. Adheres to Air Force standards and accepts responsibility. Seeks personal improvement, unit improvement, and inspires the improvement of others. Consider involvement in base and community activities.</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during the specific award period only.</p>		

Attachment 20

TEAM OF THE YEAR AWARD

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Annual	CATEGORY Team	AWARD PERIOD Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team Name	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654		
<p>Consider specific Team accomplishments that occurred during the inclusive period to include significant accomplishments and achievements above general job requirements that warrant this recognition; describe how well the team improved operations, highlight any support the team provided for special projects, and explain any other outstanding services the team provided that benefited the organization. (Limit to 10 lines, bullet or narrative acceptable)</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p>		

Attachment 21

VOLUNTEER OF THE YEAR AWARD

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.) NOMINATION FOR AWARD		
AWARD Annual	CATEGORY Volunteer	AWARD PERIOD Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mr. John Q. Doe	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE As Applicable	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address (if applicable)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654		
<p>Consider the individual's off-duty activities that have had a positive impact on the base and in the local community. Volunteer activities include, but are limited to, non-duty related squadron or base functions, involvement with charitable organizations, local school and youth activities, and or similar volunteer activities. (Limit to 15 lines, bullet or narrative acceptable)</p> <p>Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.</p>		

Attachment 22

INNOVATOR OF THE YEAR AWARD

(See AF IMT 1206 at http://www.e-publishing.af.mil/ for current version.)		
NOMINATION FOR AWARD		
AWARD Annual	CATEGORY Innovator	AWARD PERIOD Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Name of Individual	MAJCOM Air Mobility Command (AMC)	
DAFSC/DUTY TITLE As Applicable	NOMINEE'S TELEPHONE (DSN & Comm) DSN: 123-4567 & COMM: (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit, Office Symbol, Street Address (if applicable)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John Q. Smith DSN: 123-7654 & COMM: (618) 123-7654		
Consider the individual or groups whose innovative process improvement has enhanced mission capability, improved operational performance, produced validated tangible savings and/or produced a positive effect on operations, procedures, health, safety, welfare, and morale, and achieved sustained results. (Limit to 15 lines, bullet or narrative acceptable)		
Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is NOT permitted.		